

TECHNICAL DIVISION – 30 WINNEBAGO – MACHINE REPAIR

LOCAL AREA EMERGENCY PROCEDURES

Warning Devices:	<u>Emergency</u>	<u>Sound</u>	<u>Actions Required</u>
	Fire	Steady Alarm	Exit the Building
	Hazardous Atmosphere	Whooper Alarm	Exit the Area
	Weather Emergency	Steady Outdoor Siren	Go to Designated Shelter
		Voice Instruction (Radio)	Follow instructions provided

Fire:

1. Person discovering the fire: **Activate the pull station at the door**; evacuate the area; from safe location dial 3131 and provide all the requested information.
2. Meet at the assembly point: **Parking lot west of Machine Repair**. (See map)
3. If the fire involves any radioactive materials call Rich Ruthe, the Technical Division Senior Safety Officer at ext. 5424.

Tornado/Severe Weather:

Upon receiving word of a **Tornado Watch**:

1. Be prepared to move to the designated shelter (**Protomain Tunnel**) if conditions worsen.
2. Minimize outdoor activities, and close all windows, drapes/shades, drawers, cabinets, etc. that are not in use.

Upon receiving word of a **Tornado Warning**:

1. Move **immediately** to the designated shelter: **Protomain Tunnel**. (See map)
2. Remain in shelter until advised by an emergency warden or the radio that the danger has passed.

Personal Injury/Fatality:

1. Person discovering the injury/fatality: Dial 3131 and provide all requested information.
2. Have someone go to the main entrance of the facility to await and guide the Fermilab Fire Department to the victim.
3. Contact Roger Hiller at ex. 3713, and notify him of the situation.

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Material Release:

In the event of a material spill or release, it is important to first determine whether an emergency situation exists. **If there is any indication of imminent danger to personnel, call 3131 immediately.** Otherwise the decision concerning type of response should be made by considering questions of type and quantity of material released, location of the spill, medium involved, extenuating circumstances (e.g., fire, injury) and whether the spill can be effectively contained.

General rule of thumb:

- Spills of non-hazardous materials and small quantity spills (16 oz. – 1.5 L) of hazardous materials will be considered as **non-emergency** in nature.
- Larger quantities of hazardous materials will be considered **emergency** in nature.

If the spill has been determined to be of a **non-emergency nature**, perform the following spill containment and cleanup procedures:

1. Stop the spill, e.g., close system valves, shut down pumps, pick up overturned buckets, etc.
2. Contain and limit the spread of spilled materials with rags, oil absorbent pads, booms, oil dry absorbents, and containment pans. Cover any drains exposed to the spill. Use protective equipment (e.g., gloves) as necessary. (**Spill kit location: Southeast corner of building, at Band Saw location.** See map)
3. Contact Technical Division ES&H Group at ex. 3120 for any additional assistance with cleanup and waste disposal instructions.

If the spill has been determined as an **emergency** then perform the following procedures:

1. Evacuate the area, call 3131 from a safe location and provide all the necessary information.
2. Secure area from access by other employees.
3. Provide the Incident Commander (responder in orange vest with Incident Commander written on it) with the Material Safety Data Sheet, (MSDS) for the product (if it can be done from a safe location), location of spill, and any other relevant information.

MACHINE REPAIR EVACUATION PLANS

